

15 August 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Attendance at Administrative Planning Meeting  
Held by the Commercial Staff, DD/S in Room  
2035"K" Building at 10:00 A.M. on 14 August  
1957

1. The undersigned attended the subject meeting as representative of the Office of Logistics. The meeting was conducted by [REDACTED] CM/Plans Project Officer.

2. The subject for discussion and review was a "Revised Administrative Plan for Commercial Staff Proprietary [REDACTED] prior to submission to DD/S for approval and authorization.

3. The covering memorandum and administrative plans were reviewed page by page and changes noted. Except for the addition of a second sentence to Paragraph (16) effecting the reporting of fixed assets to the Logistics Office annually, no logistical implications appear relevant, and the plan was concurred in for the Office of Logistics.

4. No further business was conducted at the meeting.

Attachment:  
Meeting on Administrative Planning

cc: Director of Logistics w/o Attachment

Distribution:  
1 - Official File (OL/PS)

OL/PS/WFB: [REDACTED] 15 August 1957)